



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Instructions: The Position Specific Attributes are designed to provide an accurate description of the sensitive functions or responsibilities of a position that relate to a conviction. Choose which Attributes relate to this specific position. For each attribute, check "Yes" or "No". If yes, describe how this duty is associated with the position, and explain why a conviction could potentially become a nexus to this position. Checking "Yes" to more items than what relate to the position may disqualify a candidate for a conviction that is unrelated to the job.

Department Contact: _____ Email _____ Phone: _____

SECTION I: DEPARTMENT AND POSITION

Department Code: _____ Dept. #: _____ Division: _____ Section: _____

Job Code: _____ Job Title: _____

Position #: _____ Appt. Type: _____

SECTION II: POSITION SPECIFIC ATTRIBUTES

PSA-1

Drive a personal or City vehicle, or operate heavy machinery in the performance of duties of the position.

Yes No

PSA-2

Work in a setting with or near vulnerable population.

Yes No

PSA-3

Have face to face contact with the public.

Yes No

PSA-4

Have contact with animals.

Yes No

PSA-5

Sign official documents approving application's for permits, benefits, or similar.

Yes No

PSA-6

Process, manage, or have access to cash, checks, credit cards, electronic transfers, other payments, employee payroll or reimbursement.

Yes No

PSA-7

Have access to confidential or privileged information.

Yes No

PSA- 8

Have access to sensitive IT infrastructure in which damage or hacking would significantly compromise Departmental or CCSF functioning.

Yes No

PSA-9

Have means of entry to living spaces or secured areas.

Yes No

PSA-10

Have access to pharmaceuticals, and/or maintain drug inventories.

Yes No

PSA-11

Have or provide access to a select agent or toxin as defined by the Centers of Disease Control (CDC).

Yes No

PSA-12

Have the use of, or access to, weapons or explosives.

Yes No

PSA-13

Have unsupervised responsibility for/or access to tools, equipment, supplies, or other City property with a value in excess of \$100.

Yes No

PSA-14

Involve access to electromechanical voting systems or electronic vote tabulating equipment.

Yes No

PSA-Other

Other duties associated with the position that the Appointing Officer believes would make conviction history pertinent to the position.

Yes No

SECTION IV: DEPARTMENT CERTIFICATION

The authorized departmental Conviction History Representative named below hereby certifies that the position description provided in this document accurately reflects the attributes of the position.

Authorized Representative (Name)

Date

APPROVALS (DHR ONLY)

DHR-CSO Rep

Date

DHR-CSO Manager

Date